

GENERAL INSTRUCTIONS AND INFORMATION LETTER

Files Maintenance and Records Disposition

1. The following information should aid in setting up the filing system in your unit.
2. I have prepared this packet to help each unit in Group 12 get their filing system in order
 - a. The first document in this packet at **TAB B**, is CAP Regulation 10-2 (Files Maintenance and Records Disposition).
 - b. The second item at **TAB C**, is the File Plan of which has went into detail.
 - c. The next item at **TAB D**, is the File Disposition Instructions Listing which has went into detail for each file in the filing system.
 - d. Next item at **TAB E**, is a File Guide Plan, which is used to identify functional areas of the filing system.
 - e. The next item in the packet at **TAB F**, is a Forms Guide Plan used to identify each form by headquarters and other material used to make a unit run efficiently.
 - f. The last item at **TAB G**, in this packet are actual file labels I use to identify what is in a file drawer.
3. In the following paragraphs and attachments it will give some general information on setting up the Civil Air Patrol filing system.
4. **RESPONSIBILITY:** The Group 12 Administrative Officer, will assist each squadron to implement CAP Regulation 10-2, to insure compliance with that regulation.
5. The following is a suggested listing of material needed to set up a correspondence and forms filing system properly.
 - a. **FILE FOLDERS:** Manila, straight cut, letter size.
 - b. **FILE LABELS:** 1" X 3", Multi-Purpose (White).
 - c. **GUIDE CARDS (File Dividers):** Guide Cards (File Dividers) are optional. I would recommend their use, because they **IDENTIFY EACH FUNCTIONAL AREA** for quick reference. They also **SUPPORT THE FILES** (see Atch. E & F).
 - d. **FILE DRAWERS:** The file drawer labels are optional. It is recommend for quick reference to contents of each file drawer (See Atch. G for File Drawer Plan).

SAMPLE FILE DRAWER LABELS:

Active Files

Item 1.1 - 13.0

Inactive Files

FORMS

DD, FD, FCC, Maxwell AFB,
ECI, CAP, CAP Testing Material,
CAP Certificates, CAP Visual Aids, GLR,
ILWG, IEMA, & Group 12, Squadron Forms

MISCELLANIOUS

Bookstore Info, FEMA Publications,
Locator File (Maps), Membership Info,
Recruiting Material, & Schools

OFFICE SUPPLIES

6. **FILE PLAN:** See attachment C, and item 1.1.

7. **SUSPENSE CONTROL:** See File Disposition listing at attachment D, item 1.2 for suggestion on how to set up a suspense control system.

8. **FUNCTIONAL FILES AREAS:**

- 1.1 File Plan
- 1.2 Suspense Control
- 1.3 Administration
- 2.0 Aerospace Education
- 3.0 Cadet Programs
- 4.0 Chaplain
- 5.0 Inspector General
- 6.0 Financial Management
- 7.0 Legal
- 8.0 Operations
- 8.13 Pilot Information Files (Individual Pilot Records)

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8.14 Counternarcotics Files

8.15 Emergency Services Files

9.0 Safety

11.0 Personnel

11.2 Senior Member Personnel Records

113 Cadet Personnel Records

12.0 Public affairs

13.0 Communications **(This functional area has been added. National Headquarters did not make provisions for Communications Files in the updated Regulation 10.2, dated 10 May 1999. I have take the liberty to add functional area 13 for this purpose.**

9. **FILING ARRANGEMENTS:** The following filing arrangements should be used within each functional file area to make your files work efficiently.

- a. Alphabetical
- b. Chronological
- c. Geographical
- d. Numerical
- e. Organizational

10. **INACTIVE FILES:** Check dispositions instructions periodically. Place in inactive file as indicated. Destroy on date indicated.

11. **SCREENING FILES:** To maintain an efficient filing system you need to screen files at the end of each calendar year to remove extraneous material. Destroy this material.

12. **SETTING UP A FORMS FILE:** When setting up a forms file and files for other material that is needed for any unit to operate proficiently.

a. When setting up a forms file and other material. Use the same type of file folders, file guides and labels as used for the correspondence files.

b. When setting up a forms file, start with the highest headquarters down to the lowest. Example as Follows:

- (1.) DD (Department of Defense)
- (2.) FD (Fingerprint Card)
- (3.) FCC (Federal Communications Commission)
- (4.) Maxwell Air Force Base
- (5.) ECI (Extension Course Institute, Air University)
- (6.) CAP
- (7.) CAP Test Material
- (8.) CAP Certificates
- (9.) CAP visual Aids
- (10.) GLR (Great Lakes Region)
- (11.) ILWG (Illinois Wing)

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- (12.) IEMS (Illinois Emergency Management Agency)
- (13.) Group 12
- (14.) Local Unit Forms

c. Other items that you can add to your files so as to have an efficient operation in your unit:

- (1.) Bookstore Information
- (2.) FEMA Resources Publications
- (3.) Locator File (Maps)
- (4.) Membership Information
- (5.) Recruiting Material
- (6.) School Information
- (7.) Uniform Information

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